



City
of
Milwaukee

EMPLOYMENT APPLICATION for POLICE AIDE

RETURN APPLICATION TO:
Dept. of Employee Relations
Room 706, City Hall
200 E. Wells St.
Milwaukee, WI 53202-3554
(414) 286-3751
TDD (414) 286-2960
www.milwaukee.gov/jobs

INSTRUCTIONS TO APPLICANT:

1. Please PRINT answers in black ink (for copying purposes).
2. Answer all questions. Credit may NOT be given for incomplete information.
3. DATE and SIGN on page 2.
4. Staple together all pages of your application.
5. Keep a copy of completed application materials for your files.

<p>Name _____ Last First M.I.</p> <p>Address _____ Apt. # _____</p> <p>City _____ State _____ Zip Code _____</p> <p>Email: _____</p> <p>Day phone: (____) _____ - _____</p> <p>Evening phone: (____) _____ - _____</p> <p>Cell phone: (____) _____ - _____</p>	<p>Do you currently live in the city of Milwaukee? <input type="checkbox"/> Yes. When did you become a resident? (month/year) _____</p> <p><input type="checkbox"/> No</p> <p>NOTE: City employees must live in the City. Residency proof will be required as stated under qualifications for the position applied for.</p> <p>List any other names by which you have been known on official records: _____</p>
<p>You must be at least 17 years of age at the time of application, and you may not be more than 19 years old at the time of appointment. (NOTE: Individuals born after November 8, 1993 <i>-or-</i> before July 26, 1991 do not qualify).</p> <p>Are you 17 years of age by November 8, 2010, and will not be more than 19 years old on July 26, 2011? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Date of birth: _____</p>	
<p>You must have graduated from high school by July 25, 2011, and have obtained a cumulative high school Grade Point Average (GPA) of at least 2.0 upon graduation.</p> <p>Do you have a high school diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No What is your current cumulative GPA? _____</p> <p>Indicate the date you received, or will receive, your High School diploma _____</p>	
<p>You must be legally authorized to work for any employer in the United States.</p> <p>Are you legally authorized to work permanently for <i>any</i> employer within the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>United States citizenship is not required for the position of Police Aide, but steps must be taken to obtain U.S. citizenship. All non-citizen applicants must have resided in the United States for a period of not less than five years immediately prior to date of application, and should request information regarding Fire and Police Commission rules and citizenship requirements at time of application.</p> <p>Are you a United States Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No*</p> <p>* If you checked "no", you must be legally authorized to work for any employer in the United States, and must request and complete an additional application before this application will be accepted. Call 414.286.5071 for more information.</p>	
<p>OPEN RECORDS/PUBLIC INFORMATION</p> <p>The City sometimes receives requests under the Wisconsin Public Records Law for the identity of job applicants and copies of the job applications. However, except for those applicants who are final candidates for positions, the City is prohibited from releasing the identity of applicants who have indicated in writing that they do not wish their identity to be revealed.</p> <p>If you do not wish us to reveal your identity, please check the following box: <input type="checkbox"/></p>	

Give the titles and dates of all City examinations you have taken within the last six months (if none, print "NONE"):

If you are CURRENTLY ☐ or were PREVIOUSLY ☐ employed by the City of Milwaukee, list the following:

Position Title _____ Employee ID# _____

Department _____ From (month/yr) to (month/yr) _____

If you have *ever* been employed by the City of Milwaukee Police or Fire Department, complete this section:

Date of resignation or termination: _____.

Reason for leaving:

☐ Currently employed

☐ Resigned with charges pending

☐ Resigned in good standing

☐ Terminated or discharged

☐ Resigned in lieu of discharge

☐ Other (explain) _____

If you were terminated or discharged by either department, or resigned in lieu of discharge, or resigned with charges pending, within the past two (2) years, your application will be rejected.

If it has been more than two (2) years, your application may be accepted on a provisional basis. The Fire and Police Commission will determine your eligibility after report and recommendation from the respective Chief of your former department.

The following questions will help to determine your eligibility for employment as a Police Aide. You must respond to every question.

If your response to any of the following questions is "yes", you do not qualify for this position, and your application will be rejected.

	Yes	No
Have you ever been convicted of a felony?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted of a misdemeanor crime of domestic violence?*	<input type="checkbox"/>	<input type="checkbox"/>
Have you failed a Milwaukee Police Department Background Investigation within the past two years?	<input type="checkbox"/>	<input type="checkbox"/>
Have you had two or more convictions for driving while under the influence, or for reckless driving, including at least one conviction in the last five years?	<input type="checkbox"/>	<input type="checkbox"/>
Has your driver's license been suspended or revoked for moving violations two or more times in the last five years?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been <u>dishonorably</u> discharged from any branch of the United States Military Service?	<input type="checkbox"/>	<input type="checkbox"/>
Have you used, possessed, sold, furnished or manufactured any illegal drug or controlled substance, including marijuana, within the last three years?	<input type="checkbox"/>	<input type="checkbox"/>

** Misdemeanor (other than for domestic violence) or other convictions are not an automatic bar to employment, but are reviewed during the background investigation process in relation to the position of Police Aide.*

Important: You must read and answer all questions on pages 1 and 2 of this application, and read and sign the following statement, or your application may be rejected.

READ CAREFULLY BEFORE SIGNING -- I certify that all answers to questions on this application are true and complete, and that I have made no willful misrepresentations, omissions, or falsifications. I understand that falsification, or intentional omission or misrepresentation of information on this application, or at any time during the selection process may result in disqualification or removal from a City position. I understand that a City Charter Ordinance requires City employees to live in the City.

SIGNATURE_____

DATE_____

DO NOT COMPLETE THIS SECTION - FOR OFFICE USE ONLY	
Application is: <input type="checkbox"/> Accepted <input type="checkbox"/> Rejected (see comments) <input type="checkbox"/> Conditionally Accepted (see comments)	
Reviewed by:	Date:
Comments:	

TESTING ACCOMMODATIONS

In accordance with State and Federal laws, the City of Milwaukee is committed to ensure non-discrimination in employment of qualified individuals with disabilities.

Under the Americans with Disabilities Act, an individual with a disability is defined as one who: has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment.

"Major life activities" means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

The following information will be treated confidentially and used only to provide testing accommodations. Requests for testing accommodations must be made prior to the test administration so that arrangements can be made.

Will you require any special accommodations during the examination process?

☐ Yes ☐ No

If yes, what kind of accommodations will you need?

- ☐ A signer
- ☐ A reader
- ☐ Extra time
- ☐ Other (Please describe) _____

Comments: _____

SIGNATURE: _____ DATE: _____

Provisions of test accommodations may be granted by the Department of Employee Relations only after review and evaluation on a case by case basis. Factors considered will include the nature of the examination and the knowledge, skills and abilities required for the job.

In accordance with the Immigration Reform and Control Act of 1986, the City will employ only persons legally authorized to work in the United States. Employment, if offered, is conditional upon the individual's ability to establish verification of identity and authorization to work within three business days of commencement of employment.

The City requires pre-employment drug testing.

THE CITY OF MILWAUKEE IS AN EQUAL OPPORTUNITY EMPLOYER THAT VALUES AND ENCOURAGES DIVERSITY.

City of Milwaukee

Supplementary Applicant Information

No applicant for employment shall be discriminated against because of race, color, creed, religion, sex, genetic testing, sexual orientation, marital status, membership in the military reserves, national origin, ancestry, age, arrest or non-job-related conviction record, non-job-related physical or mental disability, or the use or nonuse of lawful products off the employer's premises during nonworking hours.

Completion of this form is voluntary. We ask, however, for your cooperation in completing the following information. It will be treated confidentially and used only to help us monitor the City's Affirmative Action efforts and to comply with Federal recordkeeping requirements.

PLEASE PRINT

1. Name: _____

LAST
FIRST
MIDDLE
2. Recruiting information: How did you **FIRST** hear about this job opening? *(please check only one)*
 - ☐ A. Milwaukee Journal Sentinel
 - ☐ B. Other Newspaper (please specify) _____
 - ☐ C. City Hall Posting
 - ☐ D. Library Posting
 - ☐ E. Community Agency Posting (please specify) _____
 - ☐ F. College or University Posting (please specify) _____
 - ☐ G. From a City Employee
 - ☐ H. From Someone who is NOT a City Employee
 - ☐ I. Job Hotline Number (414-286-5555)
 - ☐ J. Received Job Interest Postcard in mail
 - ☐ K. Job Fair/Career Talk (please specify) _____
 - ☐ L. TV (please specify station) _____
 - ☐ M. Radio (please specify station) _____
 - ☐ N. **www.milwaukee.gov/jobs**
 - ☐ O. Other internet site (please specify) _____
 - ☐ P. OTHER (please specify) _____
3. Sex (please check one): MALE _____ FEMALE _____
4. Race (please check one):
 - ☐ Black/ African American (not of Hispanic origin)
 - ☐ Hispanic/ Chicano/ Puerto Rican/ Mexican/ Cuban/ Central or South American
 - ☐ White/ Caucasian/ European/ North African/ Middle Eastern (not of Hispanic origin)
 - ☐ Native American Indian/ Alaskan Native
 - ☐ Asian American/ Pacific Islander/ Far Eastern/ Indian subcontinent or Southeastern Asian (i.e., China, Japan, Korea, Philippine Islands, Samoa)
5. List any languages, other than English, which you speak **FLUENTLY**: _____

The above completed information is true to the best of my knowledge.

SIGNATURE _____ DATE _____